

Professional and Managerial Branch
Planning Group
Airport Series

AIRPORT PROGRAM MANAGER

08/99 (TLW)

Summary

Under direction, as an individual contributor, functionally manage the airport capital improvement and other development programs, and act as liaison to other departments, federal agencies and tenants on related issues.

Typical Duties

Participate in formulating, revising and implementing capital project objectives and schedules in conformance with mandated long and short range local, state and federal plans and other environmental regulations. Involves: serving as point of contact with representatives of other governmental planning, funding and regulatory agencies, as delegated, to discuss the department's interests, including grant proposals, project evaluations, regulatory issues and administrative methods; researching and analyzing current and future department operations and services to forecast financial needs; conferring with and delivering presentations to government officials, business organizations and airport tenants about changes and conflicts in project execution priorities, and related administrative and fiscal issues and providing in depth explanations of technical issues regarding nature and goals of program including coordinating with outside contractors on environmental clean-up of hazardous material sites; coordinating capital improvement projects with Federal Aviation Administration (FAA), construction manager, project architects, airport tenants and other city departments; conducting analyses of existing programs and preparing recommendations for revisions; preparing compliance reports to FAA on the City's participation in the federally-mandated Disadvantaged Business Enterprise program; assisting in the preparation of leases and contracts; reviewing contracts and making recommendations; drafting and participating in the implementation of land acquisition procedures; updating and maintaining the airport layout plan; assisting in the preparation and review of plats; preparing special studies relating to specific aspects of new airport development; preparing and publishing in-house planning studies; developing methodology for planning projects; developing airport land use surveys and projections; writing comprehensive planning reports.

Prepare and implement specific project budgeting, and monitor availability and expenditures of allocated revenues, grants and other funds. Involves: identifying capital requirements; researching potential financial resources, recommending feasible funding alternatives for projects contemplated, and verifying that funding is available for project scope changes or bid cost estimates and recommending contingency funding if necessary; writing grant proposals, program objectives and funding position statements; recommending consultants during selection phase; ensuring compliance with funding source requirements; compiling and analyzing financial data to verify project cost estimates, income, appropriations, changes and other transactions; scheduling multi-year releases of funds in accordance with established project milestones and priorities; journalizing charges to and balancing or otherwise reconciling associated financial accounts; reviewing progress of work for adherence to funding limits and completion requirements, and reporting results, which include analyses of deviations in the timing and amount of costs incurred and recommendations for remedial administrative actions to supervisor, auditing internal fiscal practices for capital projects to ensure adherence to established City accounting and budgeting policies and procedures, and to provisions of construction or other contracts in conjunction with responsible persons.

Perform related work as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; maintaining files and preparing reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Urban Planning, or related field and four (4) years of progressively responsible professional experience in airport planning or administration of construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, practices and techniques of airport planning; physical needs of an airport; techniques of planning research and their application to planning studies; applicable Federal Aviation Administration rules and regulations; budgeting and accounting principles and methods associated with capital improvement or property acquisition.

Ability to: exercise initiative and resourcefulness to cooperatively develop detailed cost estimates and cash flow analyses for various approaches to attainment of planned capital improvement and land acquisition objectives within the bounds of the Airport policies; define problems, collect data, establish facts, draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagram form in order to deal with numerous abstract and concrete variables pertaining to legislation, rules and provisions for grant, contract and regulatory development, implementation, administration and evaluation of a changing or usual as well as recurring nature; budget, schedule and monitor availability and expenditures of grant or other funds for capital acquisition and construction projects; administer and audit adherence of department and contractor practices and results to airport goals, environmental protection mandates and funding source requirements; apply mathematical concepts such as geometry, trigonometry, probability, statistical inference, fractions, percentages, ratios, and proportions to practical situations such as preparation of accurate financial reports, and maintenance of related accounts and records and airport layouts; read, analyze, and interpret common scientific and technical journals, financial reports and legal documents; establish and maintain effective working relationships with fellow employees, executives, consultants, contractors, elected officials, funding and regulatory agencies, and the general public; communicate clearly, concisely and persuasively both orally and in writing, to respond to common inquiries or complaints and publicly present intricate fiscal and compliance information, to prepare or edit grant proposals, periodic and special analytical and activity reports, speeches or articles for publication that conform to prescribed style and format.

Skill in the safe operation and care of an automobile; personal computer and related software.

Special Requirements: Subject to overnight, out of town travel to attend meetings with state or federal agencies as department representative.

Licenses and Certificates: Valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

Director of Personnel

Department Head

OFFICIAL